

MINUTES
SUMMIT HOUSING AUTHORITY
June 24, 2020

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chairperson Galietti called the meeting to order at 7:04pm. The following Commissioners were present: Commissioners Galietti, White, Dresdale, Zimmerman, & Ellis. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree, Housing Manager and Mayda Kuriawa, Office Administrator. Commissioners Kane and Pollock were absent. Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the City of Summit by preparing an Annual Notice dated December 18, 2019 setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, published in the local newspapers of record and posted on the Authority's website. Additionally, a public notice was published in the Union County Local Source newspaper dated June 11, 2020 advising that this meeting would be conducted via ZOOM Video Conferencing.

Mr. Billy led those in attendance in a salute to the flag.

THE MINUTES OF MAY 20, 2020: Commissioners Dresdale and Zimmerman moved and seconded approval of the minutes. All Commissioners voted affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti wanted to officially thank the organization St. Theresa's Loaves & Fishes Food Pantry (306 Morris Avenue Summit, NJ 07901 (908) 277-3700) for all the support (home-made masks and food shopping) they provided to our residents during the pandemic. Donations to this organization are always welcome. Member/Volunteers – Mary Zimmerman, Lacy Cotter Rzeszowski, Amanda Greenblatt, Tracy Claus and her daughters who made the masks and used her mother's pattern for the masks.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- We had a very active month with Lease-Ups. Three apartments at Glenwood and one at Weaver have been rented. Two were transfers at Glenwood and one was at Weaver. We will rehabilitate the units so other residents can move in without delay. Affordable

Housing has also been very active. The City of Summit has a 07/01/20 reporting deadline with the Fair Share Housing Center. We did five (5) units. Two applicants were sent to 127 Summit Avenue. One applicant was sent to 123 Summit Avenue. We have not heard back from the owner with his selections. The Senior Housing Manager conducted screenings on all applicants. We took ownership of 31 Russell Place. A family qualified for the two-bedroom apartment (2nd floor) and they took occupancy on 06/15/20. We have selected a family for the 3-bedroom apartment (1st floor). They are taking occupancy on 07/01/20. 86 Park Avenue is a 9-unit building with one Affordable unit. Two applicants have been referred to owner for this property.

- An insurance claim was put in for the Sewer Project at Chestnut. The claim was denied because it was considered normal wear and tear of the sewer system. A conversation was had with the members of the Joint Insurance Fund Executive Board. An agreement was made to give us \$20,000.00 to help with the ancillary costs of the hotel and meals.
- An application to Union County Community Development was submitted for the rehabilitation of the elevators at Chestnut in February. A presentation was made to the Administrative Sub committees. Notification was received that we would be awarded a \$50,000.00 grant to help us with the costs. Our new engineering firm will be providing the plans and specs for this project to be completed at the end of this year or early next year.
- The Glenwood Staircase Project contractor is working on staircase #3. The replacement staircase should be installed next Wednesday. There is a Resolution (20-24-6-3) for a Change Order (\$24,000.00) to the contractor because of the structural issues that were found when the work was done on staircase #9 in Building 6. A structural engineer designed a new support for the staircase at an added cost. This cost was not considered under the original contract. A firm contract completion date of 09/15/20 was made with contractor. If the job is not complete there will be a \$500.00 per day liquidated damages assessed. Commissioner Mary Zimmerman wanted us to speak with contractor regarding the tools left on the lawn at the property. There are children at this location. She felt that they should exercise some caution with articles left behind. Mr. Billy will have a conversation with contractor/workers. We met with the engineer and contractor about moving forward with the Windows Project. We are still being sensitive regarding going into resident's units with COVID 19. We are looking to start the project in July and completing the work before the winter months.
- We have met with auditors regarding preparing our financial audit for 2019. The staff is compiling documentation needed for their review. Due to COVID 19 all records are being scanned directly to them. HUD has given an extension from 09/30/20 to 12/31/20.
- We received a donation of 350 masks from the Union County Freeholders. Mayor Nora Radest personally delivered them to our office. They were distributed to all three sites.

- Mary Zimmerman (Commissioner) brought up the Glenwood Place garbage disposal area. She felt this area was very untidy. She wanted us to send a notice to our residents asking them to watch what is being put in the disposal area and to properly discard of items. We have sent out notices in the past and will send them out again and address the issue more firmly.

Operations: Commissioner Pollock was not in attendance. Mr. Billy provided an update. Our budget to actual is for April 30, 2020. \$387,000.00 was deposited to our account in May. On the Treasurer's Report we had two months of HAP subsidies from Madison Housing Authority. \$74,000.00 was administrative fee money from Madison. \$110,000.00 we received from the City of Summit for reimbursement through the rental rehabilitation component for the Staircase Project at Glenwood.

Affordable Housing: Commissioner Dennis White stated that Mr. Billy discussed Affordable Housing previously and had little to add. He wanted us to be aware that 125 Summit Avenue will be available in 2021 for occupancy. The City of Summit put out a report yesterday that is on their website that is a good summary of where Affordable Housing stands for the City of Summit. He would be available for a Board Meeting in August if there is a need.

Personnel Committee: Commissioner Zimmerman stated that the Executive Director, Commissioners Galietti, White and herself worked together to update the SHA personnel policies. They forwarded to attorney William Connelly and will discuss policies in detail on this meeting. Mr. Connelly reviewed the updated policies with Executive Director. He made some suggestions and as a result of that a set of personnel policies are ready for the Commissioners to review. Chairperson Galietti mentioned that the Commissioners have had the policies for several weeks and are planning on voting on it today.

Residents Committee: Commissioner Dresdale wanted to discuss concerns that residents at Chestnut are complaining about spiders in their apartments. The perimeter of the apartments at Chestnut were treated. Some of those residents were not allowing the pest control personnel into their apartment. There are residents that have pets. The exterminator has stated that the animal needs to be secured from the apartment for thirty minutes. We will continue to monitor the situation. Commissioner Ellis indicated that some of the patio areas at Glenwood are cluttered. Mr. Billy stated that this topic was being addressed but has been delayed with the remodeling and COVID 19. We are planning on getting back on point soon.

Buildings & Grounds: Chairperson Galietti thanked Mr. Billy for the Work Orders/Response Time Report.

PUBLIC COMMENT:

Joan P. Doyle (Chestnut Resident) – Resident wanted to let us know that she is grateful to Tracey Keegan and her family for all the help she has received from them. She is happy that she is able to communicate via ZOOM.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: A packet was provided.

RESOLUTION:

20-24-6-1: Resolution Requesting Approval of the Payment of Invoices for the period of May 21, 2020 through June 24, 2020.

20-24-6-2: Resolution Adopting a Revised Personnel Policy and Procedures Manual.

20-24-6-3: Resolution Approving Change Order #1 to the Contract Awarded to M & M Construction Technology, Inc. of Somerset, NJ for the Replacement of Exterior stairs in Bldgs. 3,4 & 6 at the Glenwood Place Development in and Amount not to exceed \$24,000.00.

Commissioner Zimmerman moved for a Consent Agenda for Resolutions 20-24-6-1 to 20-24-6-3. Commissioner Dresdale seconded the Consent Agenda. Upon roll call, All Commissioners voted in the Affirmative. The Resolutions were adopted.

Council Liaison: Beth Little, Council member at Large – “A lot of time has been spent closing the city of Summit down during COVID 19 and a lot of time has been spent opening the City of Summit back up”. We are working on re-opening the Downtown area. Summer Camps at the Rec Department are re-opening with social distancing policies in place. We now have open outdoor dining. The pool will be opening on July 1, 2020 with restricted access. The children’s pool will be open, but appointments will have to be made. The libraries will be accepting curbside drop offs this week. They will be re-opening soon but with restrictions in place.

There being no further business before the Board, Commissioners Zimmerman and Dresdale moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:14 pm.

NEXT MEETING DATE

**Wednesday July 22, 2020 at 7:00 pm
Via ZOOM Video Conferencing**

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director/Secretary